

Instructions for EMAT Access

Instructions for Assigning New Roles or Changing Roles:

In order for district personnel to access the EMAT system, they must first ask for a TEASE account.

To receive access to TEASE:

Go to the TEA homepage and click on the box that says “TEA Secure Applications”.

The screenshot shows the TEA homepage with the following layout:

- Header:** "Texas Education Agency - Welcome - Microsoft Internet Explorer provided by Texas Education Agency". The address bar shows "http://www.tea.state.tx.us/".
- Navigation Bar:** Includes "Agency Info", "District Information", "A - Z Index", and "Help".
- Left Sidebar:** Contains links for Administrators, Teachers, Funding, Testing / Accountability, Curriculum, Reports, News & Events, ARRA/Ed Jobs, and Quick Links (Alternative Schooling, About TEA, Commissioner, Complaints, Copyrights/Royalties, Dropout Information, Early Childhood Education, Education Laws and Rules, Educator Certification, Educator Login/Account).
- Main Content Area:** Features a large image of a student's artwork titled "Student Art (click image for full view)" by Sara Beck Sowell. Below the image is a "Welcome to the Texas Education Agency" section with a mission statement and an "Agency News" section with two articles dated February 13, 2012 and February 07, 2012.
- Right Sidebar:** Includes a "Search" bar, "Educator Login (Internet Explorer required)", "Shop at Our Online Store", "TEA Secure Applications" (highlighted by a red arrow), "Follow us..." with social media icons, and a "How Do I..." section with various links.

Scroll down until you find the EMAT/EVI box and click on “Request Access Online”.

Internet Explorer browser window showing the Texas Education Agency (TEA) website. The address bar displays <http://www.tea.state.tx.us/index2.aspx?id=2684>. The page title is "Texas Education Agency - TEASE Applications Re...".

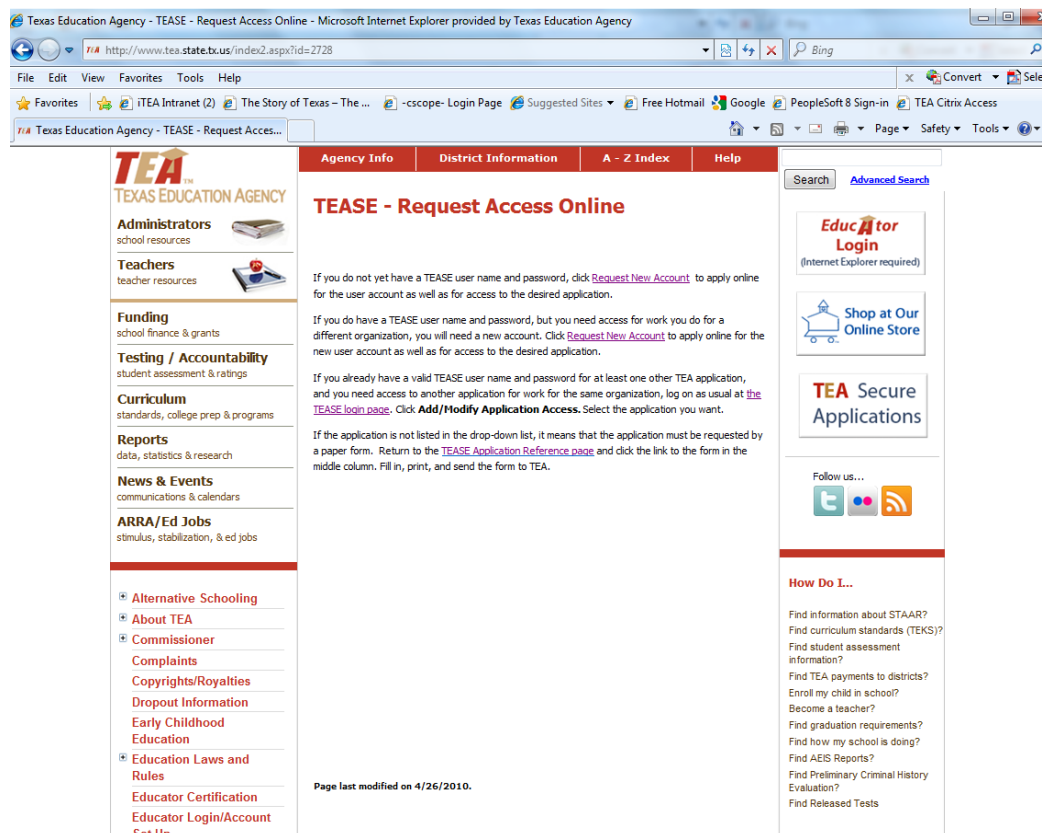
On the left sidebar, under "Set Up", the following links are listed:

- Set Up
- Educator Preparation
- Enroll Your Child
- Fingerprinting
- GED ®
- Health and Safety
- No Child Left Behind
- State Board for Educator Certification
- State Board of Education
- State Initiatives
- Weather Information

The main content area displays a table with the following rows:

Rates	CPA request form (print and send) Guest User request form (print and send)	(512) 475-2228
CIS Communities In Schools	Request Access Online	Communities in Schools E-mail contact
CREDITS Credential Information Tracking System	Instructions for Texas Learns Applications Request Access Online	Texas LEARNS 6005 Westview Dr. Houston, Texas 77055 Phones: 713-696-0700, 866-696-4233 Fax # 713-696-0797 E-mail contact
CTER Career and Technology Education Reports	Request Access Online	Career and Technical Education E-mail contact
eGrants Electronic Grants	Request Access Online (Districts, ESCs, Charters only) or Request Form (print and send)	TEA Grant Opportunities E-mail contact (512) 463-7025
ER Expenditure Reports	Request Access Online or Request form (print and send)	Grant Expenditure Reporting (ER) System Information E-mail contact (512) 463-7025
EMAT/EVI Educational Materials Online	Instructions for JJAPs Request Access Online	Division of Instructional Materials and Educational Technology E-mail contact
Even Start Same as TESPIRS Application	Instructions for Texas Learns Applications Request Access Online	Texas LEARNS 6005 Westview Dr. Houston, Texas 77055 Phones: 713-696-0700, 866-696-4233 Fax # 713-696-0797 E-mail contact
FIRST-School FIRST School Financial Integrity and Rating System of Texas	Request Access Online	Division of Financial Audits E-mail contact
FSP Financial School Program Foundation School Program Payment System	Request Access Online	FSP Payment System E-mail contact (512) 463-9238

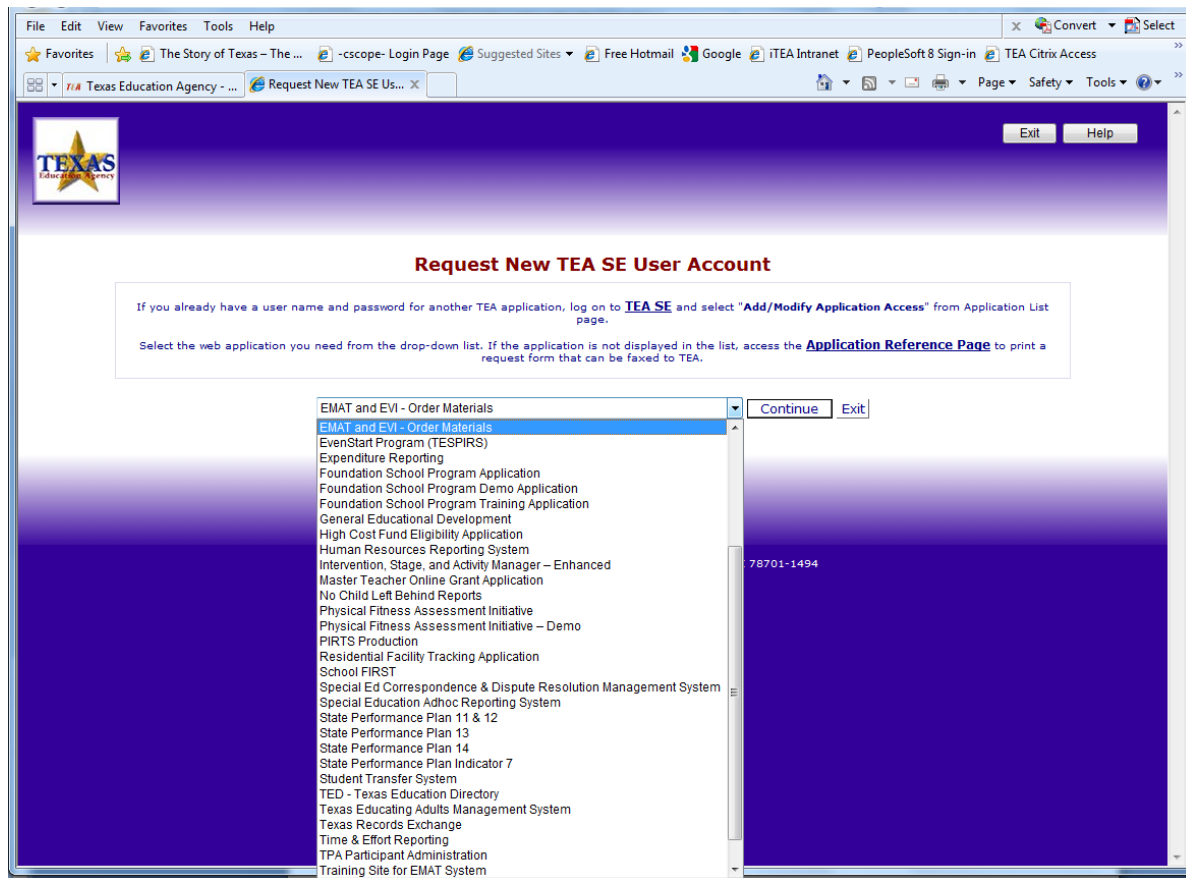
Two red arrows point to the "Request Access Online" link for the EMAT/EVI row.



If you do not yet have a TEASE user name and password, click [Request New Account](#) to apply online for the user account as well as for access to the desired application.

If you already have a valid TEASE user name and password for at least one other TEA application, and you need access to another application, log on as usual at the [TEASE login page](#). Click **Add/Modify Application Access**. Select the application you want.

Next, click on the drop down box and select EMAT and EVI-Order Materials. Click Continue.



You will then fill out all the required information. Please notice that the organization number will be asked for at the bottom of the page and then you will see this notice:

Please enter a six-digit county district number.
 Your request will be reviewed and submitted to TEA
 by the superintendent of the school district you specify
 below.



EMAT and EVI - Order Materials
Select Role(s)






- Roles:**
- ☐ Depository
 - ☐ District Staff View Only
 - ☐ EMAT/EVI Ordering Access
 - ☐ ESC Viewer
 - ☐ EVI Vendor
 - ☐ Freight Vendor
 - ☐ Multi-District EMAT/EVI Ordering Access
 - ☐ Publisher
 - ☐ Statewide View Only
 - ☐ STRC Representative
 - ☐ TEA Staff
 - ☐ Unsure


On the continued application screen you will have to select what type of EMAT Access are you applying for. For example: EMAT/EVI Ordering Access or District View Only Access.

The Superintendent of the school district will then receive a notice that someone from his district has applied for TEASE access and he must approve the role you have asked for in order for your access to go through.

If you are already have EMAT access, and the superintendent wants to continue to grant you the EMAT/EVI Ordering Access role, you should already be in the system.

User Administration Main Menu

	Request new account	
	Submit requests for approval	Type: Any From: Select Date To: Select Date Organizations: 701610 Applications: Any User Name:
	View list of active users	Organizations: 701610 Applications: Any Roles: Any
	Look up users	
	Exit to the TEASE application List	



The superintendent may check the roles currently assigned by logging in to TEASE and viewing the list of active users. If changes need to be made, each district representative that will be accessing TEASE will have to apply for TEASE and EMAT Access and the Superintendent will have to approve the type of access this personnel will have.

Once the access has been approved by the superintendent, TEA will review and change the roles in the EMAT system.